

**DAFR4550** ACTIVE PROPERTY BY AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME

**Category:** Inventory

**Type:** Requestable

**Design:** Flexible

**Data Source:**  
Property file; descriptor tables

**Purpose:**

Inventory report with design flexibility for identifying assets by location. Descriptive information of asset condition, location, and ownership. Reports for active assets only.

**Totals by:**

No '\$' dollar values.

**Period Options:**

Not used; leave blank

**Frequency Options:**

One-time      Daily      Weekly      Monthly      Period      Quarterly      Yearly

**Report Generate Date:** Format: (MMDDYY)

**Note:** FAS has a processing schedule. The generate date must match a processing date for the report to generate.

**DESIGN OPTIONS****REPORT LEVEL – PAGE BREAKS:**

AGENCY SUFFIX	LOCATION	RESPONSIBLE NAME	CLASS CODE
<b>0</b> No agency suffix	<b>0</b> No location	<b>0</b> No names	Not used; leave blank
<b>1</b> Agency suffix	<b>1</b> Location 1	<b>1</b> Last name	
	<b>2</b> Location 1 & 2	<b>2</b> Last and first name	

**FILTERS – REDUCE THE REPORT SIZE:**Special Selection 1

**Location 1**      
4- digits, '%', or A L L

**Input required! If no filtering is requested, enter A L L.**

Location 1 numbers are 5-digits **including** any leading zeros (0). The report will include records starting with the 4-digits entered.  
(Example: Enter 0017; Receive records 00170...00179.)

**Note:** The percent (%) sign may be used as a 'wild-character' in any position within the first 4-digits of location 1.

Special Selection 2

**Location 2**      
4- characters, '%', or A L L

**Input required! If no filtering is requested, enter A L L.**

Location 2 values are alphanumeric with a limit of 20 characters. The report will include records starting with the 4-characters entered.

**Note:** The percent (%) sign may be used as a 'wild-character' in any position within the first 4-characters of location 2.

Agency Suffix Range (ASX)

**A S X**      
**Input optional**

**Note:** In the list below, one blank space is represented by b.  
b b b b Only records with ASX of space ( ) included.  
b b x x ASX range starting with space, space and includes through xx.  
 x x b b ASX of xx only.  
 x x y y ASX range starting with xx and includes through yy.  
 A L L All agency suffixes (ASX).

**STATIC ELEMENTS IN THE REPORT**

- |  |   |
|--|---|
| <input type="checkbox"/> Property number     | <input type="checkbox"/> Component number |
| <input type="checkbox"/> Description         | <input type="checkbox"/> Serial number    |
| <input type="checkbox"/> Manufacturer        | <input type="checkbox"/> Model year       |
| <input type="checkbox"/> License number      | <input type="checkbox"/> Quantity         |
| <input type="checkbox"/> Acquisition date    | <input type="checkbox"/> Comments         |
| <input type="checkbox"/> In-service date     | <input type="checkbox"/> Status           |
| <input type="checkbox"/> Ownership           | <input type="checkbox"/> Condition        |
| <input type="checkbox"/> Last inventory date |   |

**SEE [DAFR4550](#) FOR AN EXAMPLE OF THIS REPORT**

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## Making a report request

To make a report request you may:



**STARS/FAS ACCOUNTING HELPLINE  
(208) 332-8827**

E-MAIL

[DSAHELPLINE@SCO.STATE.ID.US](mailto:DSAHELPLINE@SCO.STATE.ID.US)

The information required making a report request include:

### Report Request Options

- ⇒ Report number
- ⇒ Reporting period
- ⇒ Request frequency
- ⇒ Report levels
- ⇒ Filters

### Report Distribution Options

Who the report goes to:

- ☐ Agency name
- ☐ Agency contact
- ☐ Special instructions

Where the report will print or be viewed?

How many copies?